



# HOW TO GUIDE

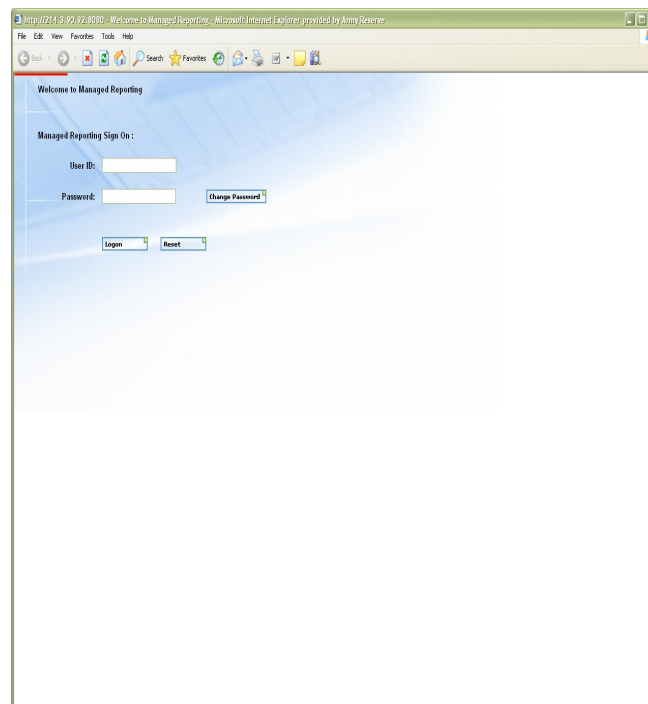


## Managed Reporting Environment (MRE)

**Brought to you by  
USARC REQUEST Operations Center (ROC)**

- **USARC ROC Point of Contact:**  
**Send Email for MRE USERID and  
Password access request to:**

[usarcg1request@usar.army.mil](mailto:usarcg1request@usar.army.mil)





# Managed Reporting Environment (MRE)



- ***Provides PMS with a data management tool to view REQUEST vacancy and UIC data.***
  - ***PMS may view current unit data and vacancy data with only a few keystrokes.***
  - ***There are many different purpose reports for ease of individual use.***
- ***Print these slides, put them next to your keyboard and simply follow the steps!***



# Step 1:



- Contact USARC ROC team at [usarcg1request@usar.army.mil](mailto:usarcg1request@usar.army.mil) for UserID and Passwords to MRE

➤ In the address field of your browser, enter:

- <https://dragoon.green.keystone.army.mil/>
- Press the GO button



# Step 2:



**User ID: KZ\*\*\*\***

**(given by ROC  
personnel)**

**User ID is UPPER CASE**

**Passwords :**

**USER SPECIFIC**

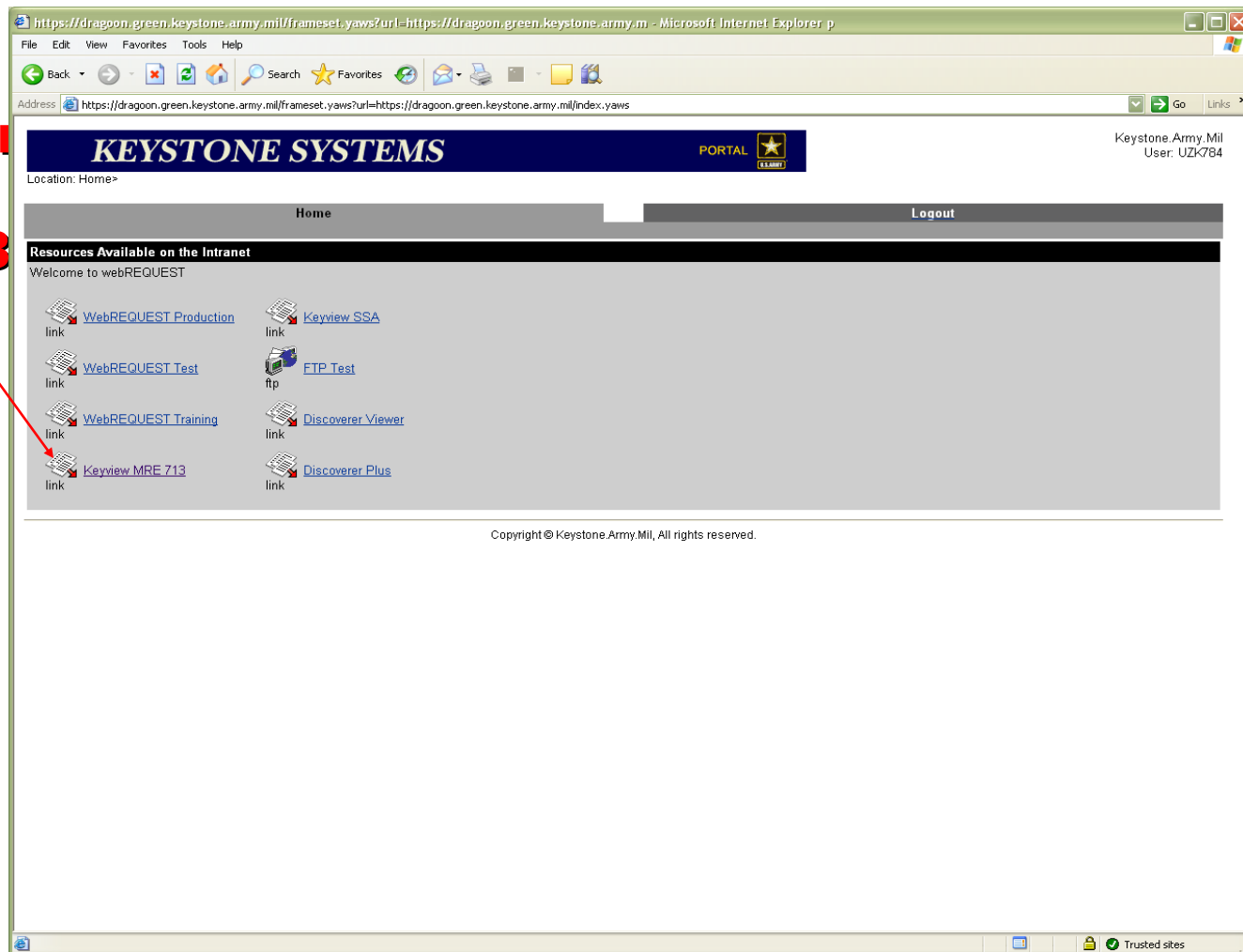
**Press the Login  
Button**



# Step 3:



Select the link for  
Keyview MRE 713





# Step 4:



**User ID is:**

**KZ\*\*\*\***

**UPPER CASE**

**Password is:**

**User Specific &**

**Case Sensitive**

**Select Logon**

http://214.3.90.92:8080 - Welcome to Managed Reporting - Microsoft Internet Explorer provided by Army Reserve

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail

Welcome to Managed Reporting

Managed Reporting Sign On :

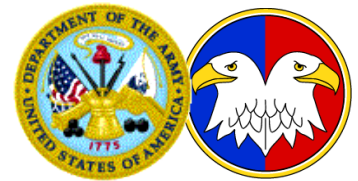
User ID:

Password:  [Change Password](#)

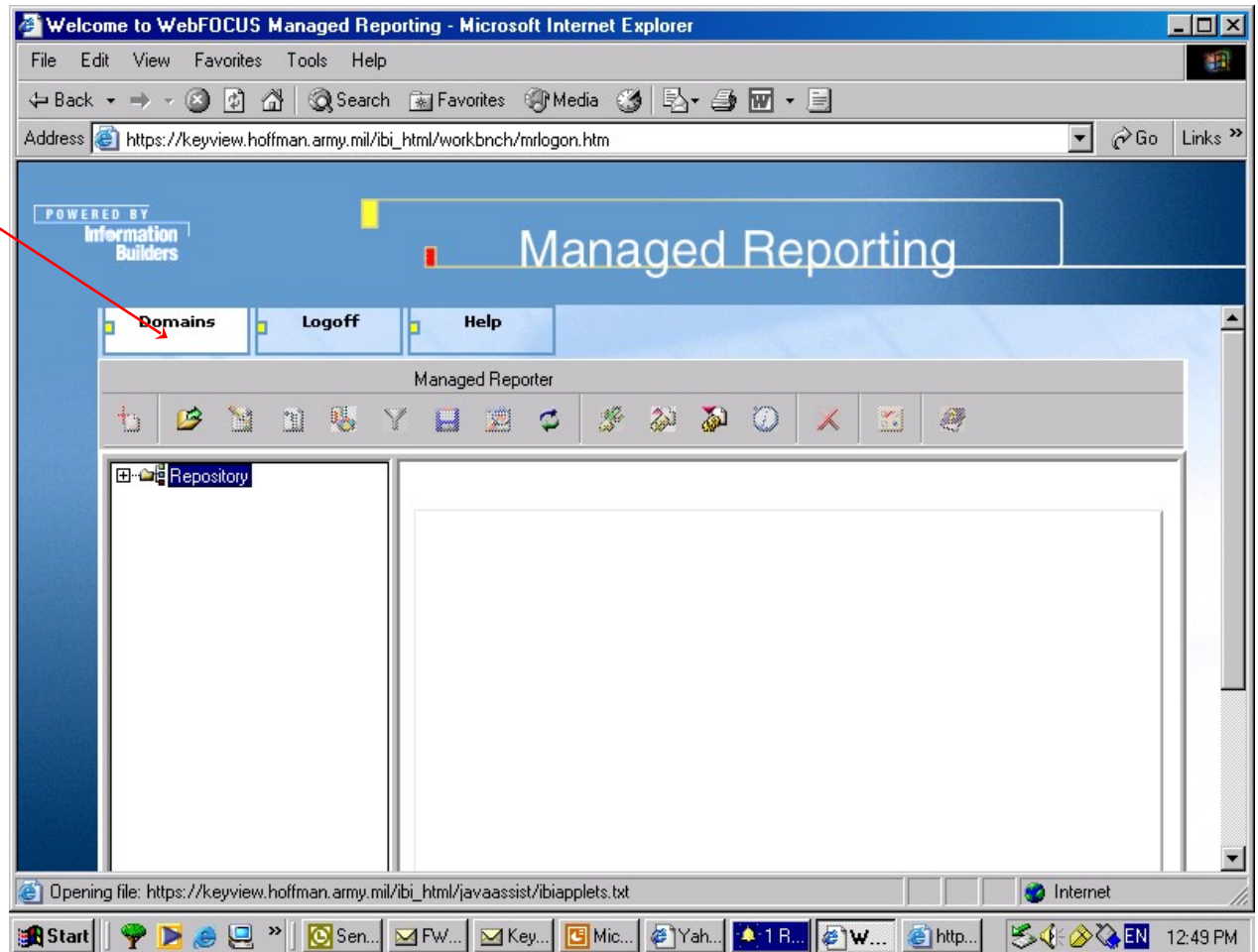
**Passwords MUST be 10 to 13 characters, containing 2 upper case, 2 lower case, 2 numbers, 2 special characters and 2 of your choice.**



# Step 5:



**Left click on  
the Domain  
button to  
reach the  
Repository**

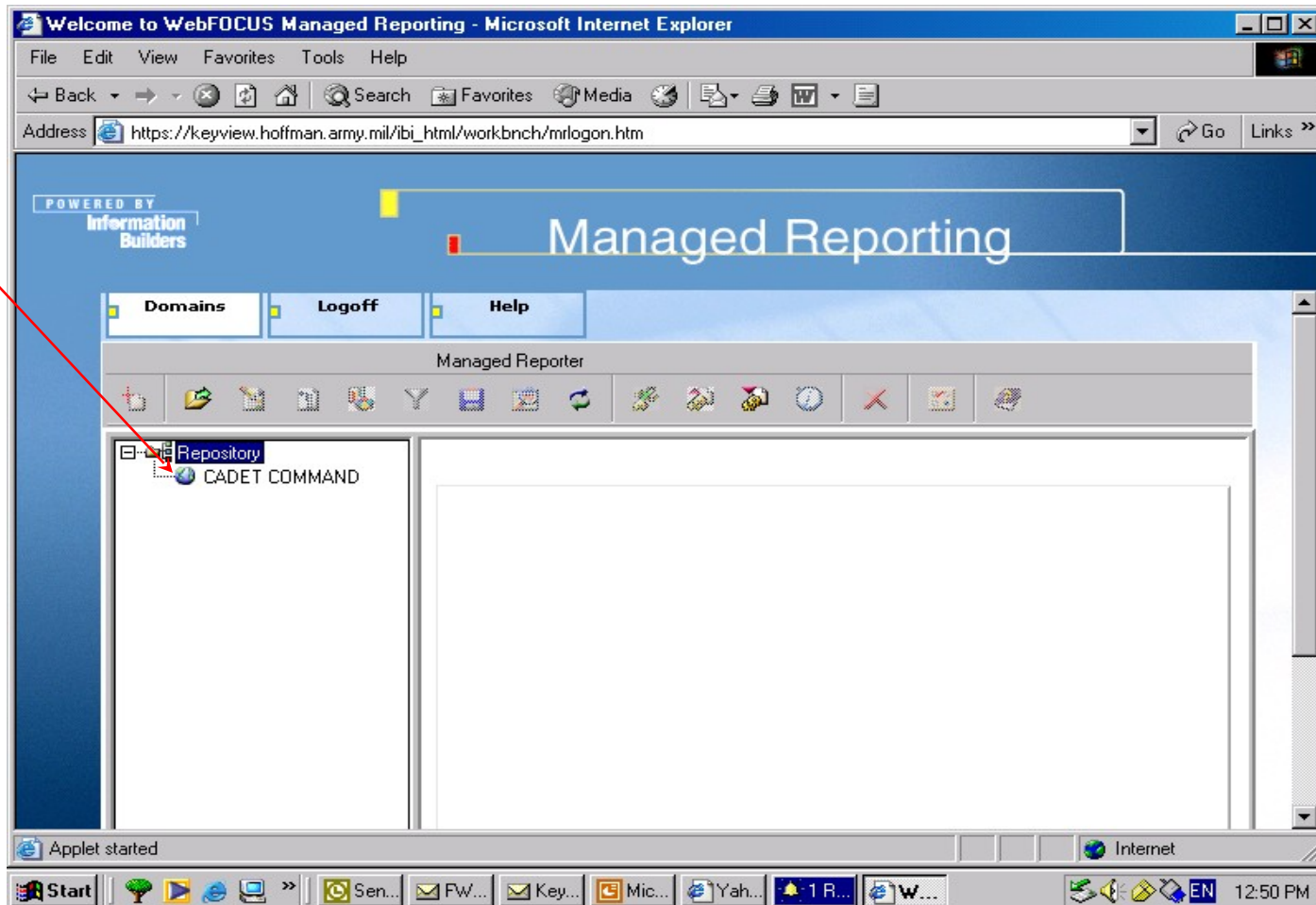




# Step 6:



**Double click**  
**on:**  
**Cadet**  
**Command**







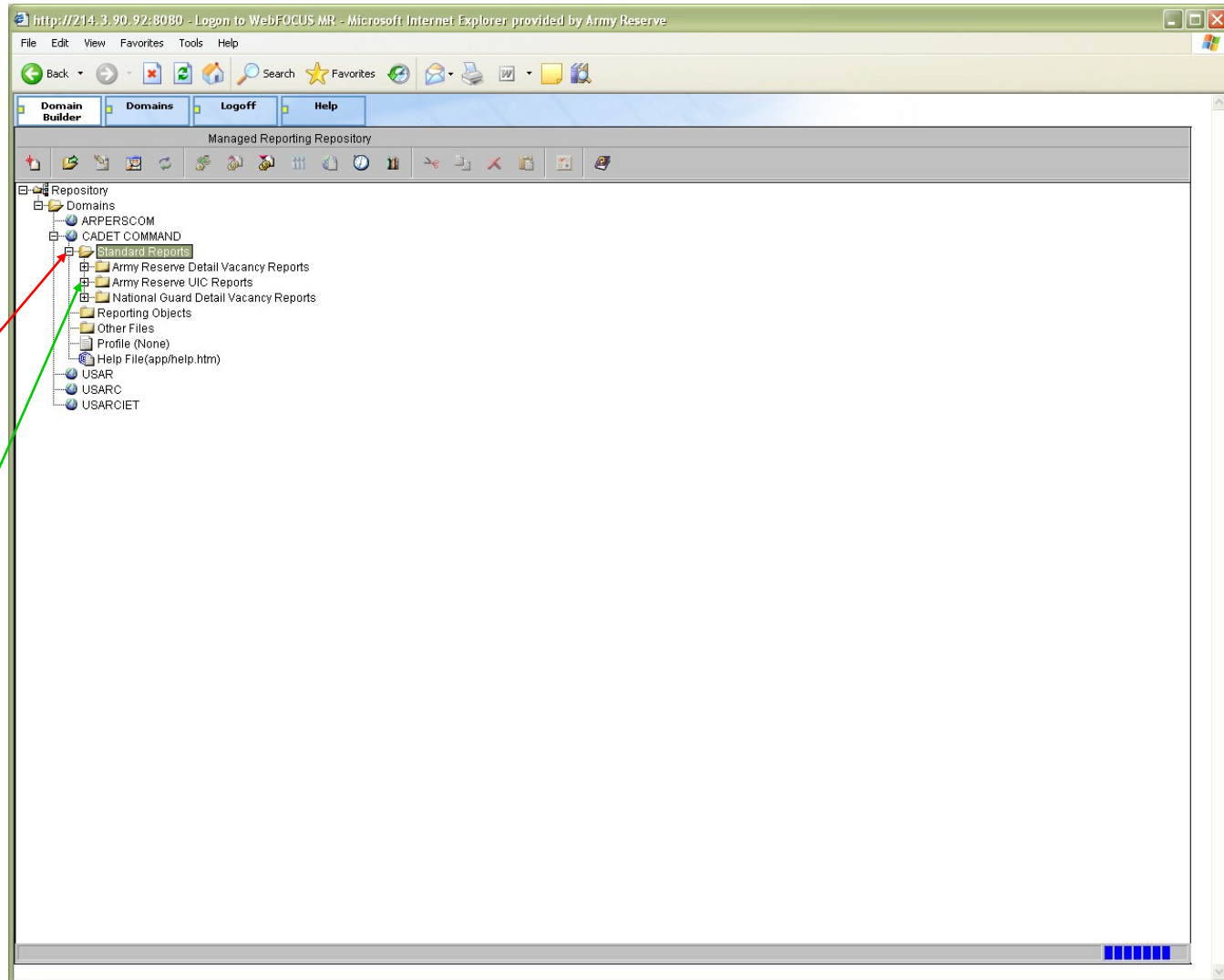
# Step 7:



**We have  
provided several  
standard reports  
for your review  
and information.**

**Click on the +  
sign  
For the Standard  
Reports**

**Click on the +  
sign  
For desired  
report**

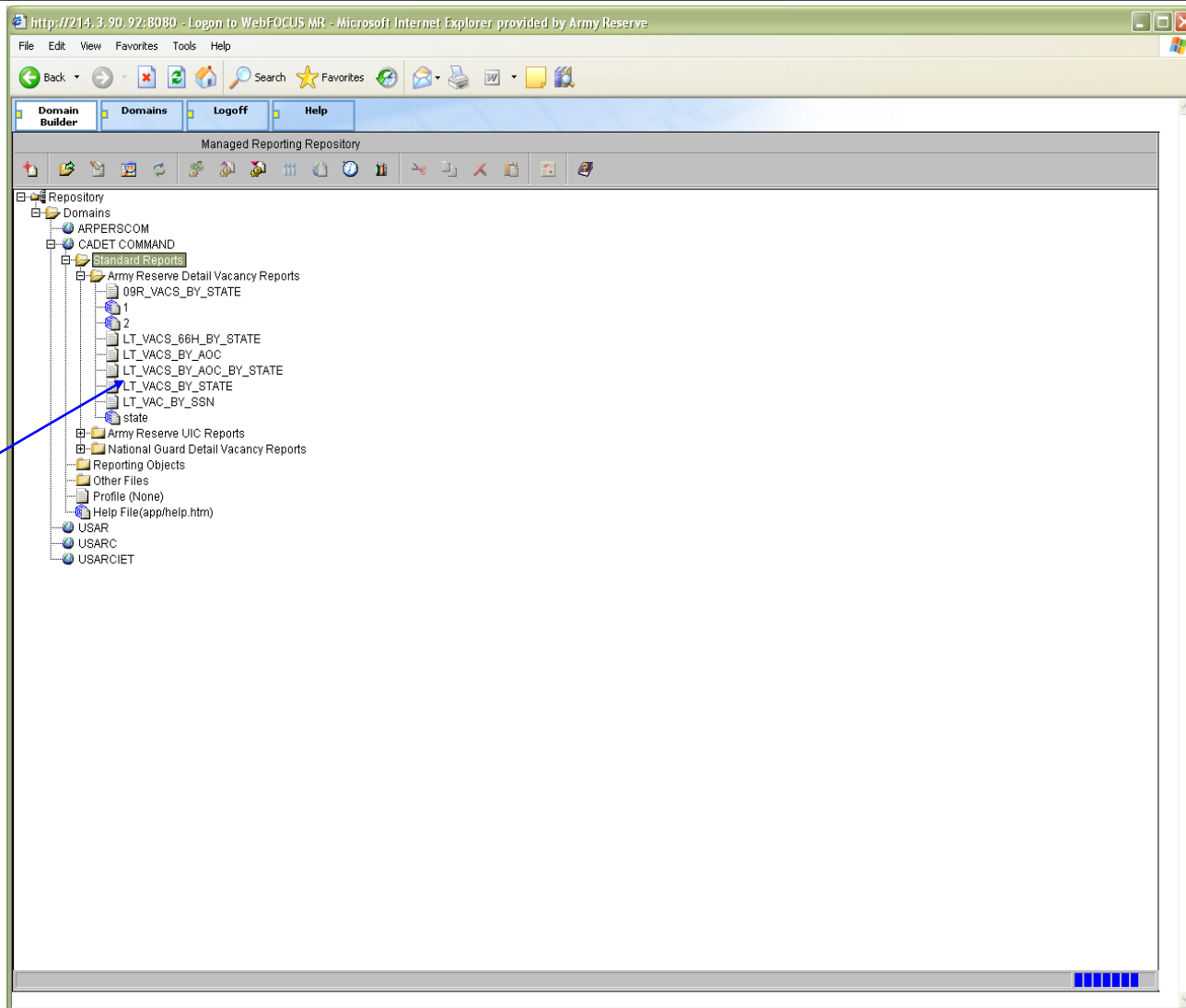




# Step 8:



To select  
LT Vacancies\_  
by  
State, RIGHT  
click, then  
select run by  
LEFT clicking





# Step 9:



**Enter the 2  
Character state  
abbreviation in  
UPPER CASE,  
and  
left click on the  
Submit button**

WebFOCUS Auto Prompting Facility - Microsoft Internet Explorer provided by Army Reserve

File Edit View Favorites Tools Help

Address [http://214.3.90.92:8080/fbi\\_apps/WFServlet?IBMR\\_action=MR\\_RUN\\_FED&IBMR\\_sub\\_action=MR\\_OLAP&IBMR\\_fex=m6ntm7uy.fex&IBMR\\_domain=gfide51%2fglide51%2eht&IBMR\\_flags=none%2cnode%3dEDASER](http://214.3.90.92:8080/fbi_apps/WFServlet?IBMR_action=MR_RUN_FED&IBMR_sub_action=MR_OLAP&IBMR_fex=m6ntm7uy.fex&IBMR_domain=gfide51%2fglide51%2eht&IBMR_flags=none%2cnode%3dEDASER) Go Links

POWERED BY Information Builders

**WebFOCUS<sup>7</sup>**

Parameters

ENTER\_2\_CHARACTER\_STATE

Hide Parameters

**Parameter Values Required**

Step 1 Enter values for the procedure's parameters in the area to the left.  
Step 2 Press the run button ( ▶ ) in the "Options" area at the bottom.

Options

▶ ↺ ✕

☐ Run in a new window

Done Internet

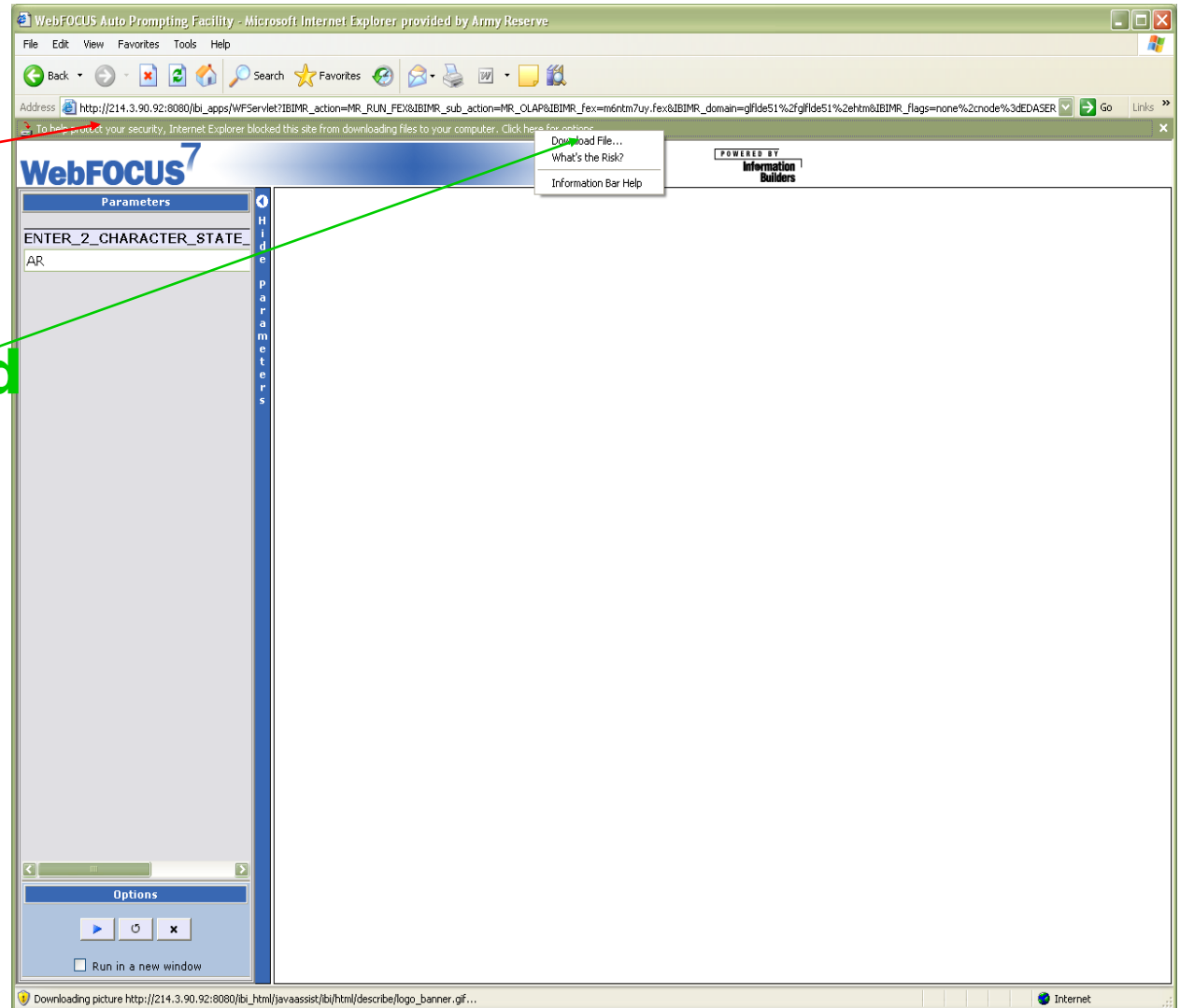


# Step 10:



**Click here on  
Yellow Bar**

**Select Download  
file**



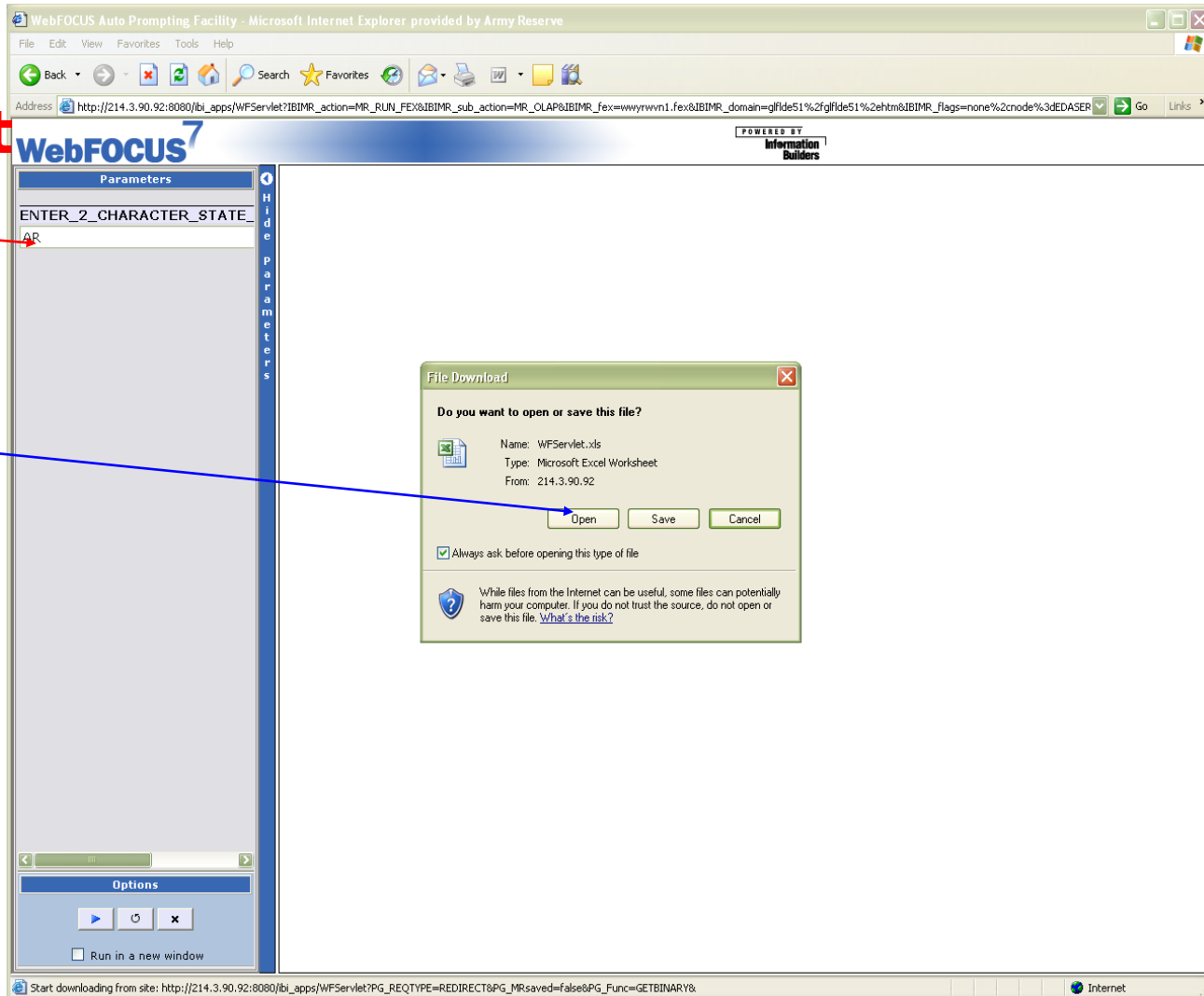


# Step 11:



**Re-Enter  
2 Character State  
Code**

**Left Click on  
OPEN**





# Step 12:



**This report returns  
LT vacancies for  
the  
selected state  
by city.**

**Please review  
the glossary for  
column heading  
definitions.**

**File is in XLS  
format  
and can be easily  
saved or printed.**

**Repeat steps 7  
thru  
12 to run other  
reports.**

WebFOCUS Auto Prompting Facility - Microsoft Internet Explorer provided by Army Reserve

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: [http://214.3.90.92:8080/bi/html/javaassist/bi/html/describe/autoprompt?http://214.3.90.92:8080/bi/html/javaassist/bi/html/describe/autoprompt?MR\\_STD\\_REPORT&BIMR\\_fex=app%2ftvacanc%2fex&BIMR\\_folder=%23armyreserved&BIMR\\_domain=gflide51%2fgflide51](http://214.3.90.92:8080/bi/html/javaassist/bi/html/describe/autoprompt?http://214.3.90.92:8080/bi/html/javaassist/bi/html/describe/autoprompt?MR_STD_REPORT&BIMR_fex=app%2ftvacanc%2fex&BIMR_folder=%23armyreserved&BIMR_domain=gflide51%2fgflide51) Go Links

**WebFOCUS<sup>7</sup>** POWERED BY Information Builders

Parameters: A1 ST

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	ST	CITY	ASG_UIC	PARA	LINE	POSN	SSN	MPC	GRD	GNDR	MOS	SQI	ASI	LANG	STAT	TYPE	VCN							
2	AR	BARLING	WQZNA1	101	02	0010		0	2	I	21B	00	YY	O	O		2739574							
3								0	2	I	21B	00	YY	O	P		2938331							
4				102	01	0075		0	2	I	21B	00	YY	O	P		2739420							
5								0	2	I	21B	00	YY	O	O		2739575							
6				105	01	0655		0	2	I	21B	00	YY	O	O		2739576							
7		CONWAY	WRKCB0	201	02	0010		0	2	M	21B	00	YY	O	P		2458815							
8				202	01	0180		0	2	M	21B	00	YY	O	P		3151955							
9						0185		0	2	M	21B	00	YY	O	O		3152191							
10						0185		0	2	M	21B	00	YY	O	P		2458816							
11				204	01	0845		0	2	M	21B	00	YY	O	P		2183404							
12		EL DORADO	WVK1A0	228	01	0400		0	2	I	92A	00	YY	O	O		2676040							
13		FAYETTEVILLE	WNEAR1	101	02	0405		0	2	I	74B	00	YY	O	P		3115214							
14								0	2	I	74B	00	YY	O	O		3115271							
15		HARRISON	WRKCC1	202	01	0190		0	2	M	21B	00	YY	O	P		3166090							
16								0	2	M	21B	00	YY	O	O		3166446							
17				204	01	0845		0	2	M	21B	00	YY	O	P		3166091							
18								0	2	M	21B	00	YY	O	O		3166445							
19		HOT SPRINGS	WRKCA1	201	02	0010		0	2	M	21B	00	YY	O	P		2643806							
20				204	01	0845		0	2	M	21B	00	YY	O	P		2716197							
21		JONESBORO	WRVBA3	107	01	0005		0	2	I	74A	00	YY	O	P		3039718							
22								0	2	I	74A	00	YY	O	O		3039984							
23			WRVBA4	109	01	0005		0	2	I	74A	00	YY	O	P		2675078							
24		LITTLE ROCK	WRVBT1	101	02	0010		0	2	I	74A	00	YY	O	P		3166109							
25								0	2	I	74A	00	YY	O	O		3166430							
26			WYFPAA	103	02	0430		0	2	I	74B	00	YY	O	O		3111361							
27								0	2	I	74B	00	YY	O	P		3162216							
28		N LITTLE ROCK	WRKCT1	109	01	0675		0	2	I	21B	00	YY	O	P		2623100							
29			WQWBA0	102	01	0015		0	2	I	42B	00	YY	O	P		3071462							
30								0	2	I	42B	00	YY	O	O		3071821							
31			WQWBA0	113	02	0215		0	2	I	65D	00	YY	O	P		3071474							
32								0	2	I	65D	00	YY	O	O		3071980							
33								0	2	I	65D	00	YY	O	O		3072053							
34			WSBWAD	206	04	0295		0	2	I	66H	00	YY	O	O		2447461							
35								0	2	I	66H	00	YY	O	O		2478747							
36						1380		0	2	I	66H	00	YY	O	O		2277159							
37								0	2	I	66H	00	YY	O	O		2472852							
38						1385		0	2	I	66H	00	YY	O	O		2277160							
39								0	2	I	66H	00	YY	O	O		2472838							
40						1390		0	2	I	66H	00	YY	O	O		2277161							
41								0	2	I	66H	00	YY	O	O		2478754							
42						1395		0	2	I	66H	00	YY	O	O		2277377							
43								0	2	I	66H	00	YY	O	O		2472893							
44						1400		0	2	I	66H	00	YY	O	O		2345973							
45								0	2	I	66H	00	YY	O	O		2472884							
46						1405		0	2	I	66H	00	YY	O	O		2472882							

Sheet1/

<http://www.informationbuilders.com/> Internet



# MRE Standard Report Definitions



## ➤ ***UIC Reports***

- ***UIC Info Report - provides current address data for the selected UIC to include telephone number.***

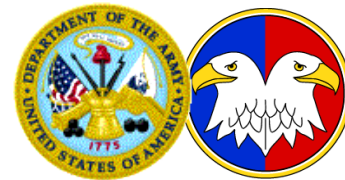
## ➤ ***Vacancy Reports***

- ***09R Vacs by State - displays all 09R vacancies for a user selected state. Report is sorted by city, in alphabetical order.***
- ***LT Vacs by AOC - displays all LT vacancies for a user selected AOC. Report is sorted by***
- ***LT Vacs by AOC by State - displays all LT vacancies for a user selected AOC and state. Report is sorted by***
- ***LT Vacs by State - displays all LT vacancies for a user selected state. Report is sorted by city, in alphabetical order.***

- ***All reports are displayed in excel format for easy saving or printing.***



# Glossary

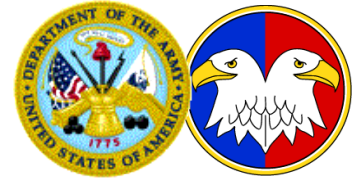


- **Gender - M = Male; F = Female; I = Immaterial**
- **Language - YY = No language requirement**
- **Para - Line - Posn - Paragraph, Line and Position Number. Refers to unit structure.**
- **Stat - Status code of the vacancy. O = Open; C = Closed; H = Hold.**
- **UIC - Unit Identification Code. Unique 6 character code assigned to every Army Reserve unit.**
- **VCN - Vacancy Control Number. Unique number assigned to each vacancy.**





# Managed Reporting Environment (MRE)



QUESTIONS???